



Office of LEA Grant Programs (OLGP)
District of Columbia Public Schools

Highly Qualified (HQ) Paraprofessional
Reimbursement Application

Eff. 04/2007

Submit original application to Office of Human Resources after HQ activity completion. We will notify you of approval or disapproval based upon activities outlined in your approved HQ Action Plan. **Only one test and/or one course per application.** Retain a copy for your records. See the HQ Reimbursement Guidelines and Procedures for further information.

Name of Employee:			Position Title:	School Site:
_____	_____	_____	_____	_____
Last	First	M. I.		
Last four digits of SSN: _____			Home/Cell telephone _____ - _____ - _____	Email address _____
Home address: _____				
No. and Street			City/State	Zip code

APPROVED HQ ACTIVITY DESCRIPTION:

For GED Completers - Name of Institution:	Program Name:	Test Date:	Registration Cost:
_____	General Education Diploma (GED)	_____/_____/_____	\$ _____

For College or University Coursework - Full title of course:	Course Code/No:	No. of credits:	Cost of Tuition only:
_____	_____	_____	\$ _____

Start Date:	End Date:	Name of College or University:
_____/_____/_____	_____/_____/_____	_____

For ETS Test Takers - Test Name:	Test #:	Test Date:	Registration Cost:
ETS's PRAXIS Parapro Assessment _____	0755	_____/_____/_____	\$ _____

REIMBURSEMENT PAYOUT REQUEST:

I hereby request reimbursement for the approved activity above, and attest that I have not committed fraud, misuse or abuse of federal funds by requesting this reimbursement. I have attached the following:

1. Official documentation of successful course completion¹ **AND/OR** original test score report
2. Original, official bill/invoice² as proof of being billed for the reimbursable course/test
3. Original, official proof of payment for the reimbursable course/test

If payment is approved, I understand that a check will be mailed to the home address provided above.

Signature of Employee

_____/_____/_____
Date

¹ Original grade report or official transcript only. Downloaded copies are not acceptable

² Official university generated invoices/bills. Downloaded copies are only acceptable with official university stamp/seal and signature.

For OLGP Usage Only

Non-HQ:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Approved HQ Plan on file:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Receipt/Proof of Payment:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
Bill/Invoice:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
Cert./Transcript/Score Report:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
Does Applicant Qualify:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____

☐ Payment Amount Approved: \$ _____ for _____

☐ Payment Disapproved/Reason: _____

Signature, HQ Reimbursement Program Administrator

_____/_____/_____
Date



NCLB Highly Qualified (HQ) Paraprofessional Reimbursement Program Guidelines & Procedures

I. Program Description:

In an effort to significantly increase the number of highly qualified (HQ) paraprofessionals in DCPS, the Office of LEA Grants Programs (OLGP) has implemented a HQ Reimbursement Program. OGLP will:

- reimburse paraprofessionals for the successful attainment of a GED;
AND/OR
- reimburse paraprofessionals for successful completion of courses taken at accredited universities and colleges leading towards the attainment of HQ status;
AND/OR
- reimburse the registration fee for successful completion of the ETS ParaPro Assessment.

The reimbursement program does not cover costs for coursework that cannot be counted towards a degree, nor training which is already paid for by DCPS. Reimbursement program funds are limited and will be distributed on a first come, first served basis as long as funds are available.

II. Definitions:

- **Acceptable Courses:** courses taken to complete an approved GED program; and/or courses taken at accredited colleges/universities with a grade of B or higher.
- **Unacceptable Courses:** courses that would not be accepted into a degree program and/or classes with a grade of C or lower.
- **Acceptable Test:** ETS PRAXIS ParaPro Assessment.

III. HQ Reimbursement Program Eligibility & Guidelines:

- The effective date of this program is October 1, 2006. Only coursework/tests paid for on or after October 1, 2006 will be eligible for reimbursement.
- Only coursework/tests taken after a paraprofessional's tour of duty will be eligible for reimbursement.
- No more than \$1000 per paraprofessional will be reimbursed per fiscal year (October 1- September 30).
- Coursework/tests reimbursement will only occur with successful course completion (GED attainment, or grade of B or higher for college coursework), and/or successful test completion (score of 461).
- Books, supplies and travel costs are not reimbursable.
- Average processing time from complete application submission to check issuance is a minimum of eight (8) weeks.

IV. HQ Reimbursement Application Instructions:



- Requests for HQ reimbursement are initiated by the employee.
- The HQ Reimbursement Application must be completed and submitted for approval after the completion of the HQ activity.
- Incomplete requests for coursework reimbursement will not be processed.
- To receive HQ reimbursement funds, the following must be attached to the payout request:
 - i. An invoice/bill from the institution as proof of being billed for reimbursable charges. (photocopied and/or downloaded copies will only be accepted with official university stamp/seal and signature)
 - ii. A payment receipt as proof of having paid reimbursable charges. (photocopied and/or downloaded copies will only be accepted with official university stamp/seal and signature)
 - iii. Evidence of successful GED attainment as indicated on an original/official certificate or score report (photocopied and/or downloaded copies will not be accepted);
 - OR**
 - iv. Evidence of successful test completion as indicated on an original/official score report (photocopied and/or downloaded copies will not be accepted);
 - OR**
 - v. Evidence of coursework completion with a grade of “B” or higher as indicated on an original/official grade report or transcript (photocopied and/or downloaded copies will not be accepted)

Note: The taxability of reimbursements is subject to the existing provisions of Section 127 or any other relevant section of the Internal Revenue Code. Employees are advised to obtain tax counsel as to the reportability and deductibility of tuition/educational expense reimbursements. Generally, educational expenses qualifying as job-related are not reportable as income to the employee.

Applicants must submit all documentation requested below to the DCPS Office of Human Resources either in-person or by mail. Faxed applications are not acceptable. It is the responsibility of the employee to provide a complete reimbursement request to:

Licensure & HQ Unit
Office of Human Resources
825 North Capitol Street, 6th Floor, Washington DC 20002
202.442.5365

Use this checklist to ensure that you have all needed documentation to process your HQ reimbursement request. Incomplete reimbursement requests will NOT be processed.

√	Test Fee Reimbursement Application Checklist	√	GED Program/Coursework Reimbursement Application Checklist
	HQ Reimbursement Application		HQ Reimbursement Application
	Invoice/bill or test entrance ticket from ETS		Invoice/bill from the institution
	Official/original payment receipt from ETS		Proof of payment: canceled personal check; payment or credit card receipt; or bank/loan statement
	Original/official ETS score report		Original/official grade report or certificate/transcript